



Supervising Registered Nurse
Examination Announcement
California Department of Veterans Affairs

Open Examination for the Following Location(s):
Veterans Homes of California –
Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura & West Los Angeles

Final Filing Date: Continuous Filing and Testing

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.
WHO SHOULD APPLY:	Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.
HOW TO APPLY:	<p>Applicants may apply via mail or hand deliver the application to the Human Resources Division at the address listed below.</p> <p>California Department of Veterans Affairs Attn: Supervising Registered Nurse Exam 1227 O Street Room 404 Sacramento, California 95814</p> <p>The testing office will accept Examination Applications (STD. Form 678) continuously and will notify and test applicants on an as needed basis. Eligible lists will be merged. Please indicate which spot location(s) you are interested in on your application.</p> <p>Submit applications only to address indicated above. Do not submit to the CA Department of Human Resources (CalHR).</p> <p>NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.</p>
APPLICATION REQUIREMENTS	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.</p>
SALARY RANGE	\$7,116.00 - \$8,651.00
THE POSITION	The Supervising Registered Nurse, under direction, is responsible for the overall management and supervision of an organized nursing unit on a 24-hour basis; is responsible for the nursing care and practices of an organized nursing unit or equivalent responsibility for a nursing service; plan, implements, evaluates, and provides for continuity of client/patient care; works with other disciplines to integrate nursing services with the total treatment program; teaches, plans for, directs, coordinates and evaluates nursing personnel.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application”. You will be contacted to make special arrangements. If you have any questions, you may contact the CalVet Examination Unit at (916) 653-2535.

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MINIMUM QUALIFICATIONS	<p>Require possession of the legal requirements to practice as a professional Registered Nurse in California. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination, but they must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.) <u>AND</u></p> <p>EITHER I: One year of experience in California state service performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B.</p> <p>OR II: Two years of professional nursing experience in a facility licensed for inpatient care. (Possession of a Master's Degree in Nursing may be substituted for one year of the required experience.)</p> <p>(Candidates for Supervising Registered Nurse who are within six months of completing the experience requirements will be admitted to the examination, but they must complete all requirements before they will be considered eligible for appointment.)</p>
KNOWLEDGE, SKILLS AND ABILITIES	<p>Scope of the Examination:</p> <p>A. Knowledge:</p> <ol style="list-style-type: none">1. Thorough knowledge of professional nursing principles and techniques used in assessment, care, and treatment of patient/resident2. Thorough knowledge of medical and nursing terminology used in assessment, care, and treatment of patient/resident3. Intermediate knowledge of facility routine and equipment used in assessment, care, and treatment of patient/resident4. Thorough knowledge of proper medication administration used in the care and treatment of patient/resident s to ensure safety5. Intermediate knowledge of medicines and narcotics used in the care and treatment of patient/residents6. Thorough knowledge of mathematical conversions (e.g., milligrams to grams, etc.) for accurate medication dosage computations7. Thorough knowledge of current developments and professional nursing standards to manage conditions and practice preventive care8. Thorough knowledge of nursing processes, including assessing, diagnosing, planning, implementing, and evaluating patient/resident condition9. Working knowledge of the principles and techniques of effective supervision to develop, apply, and maintain uniform standards, professional conduct, and acceptable work performance of staff while completing assigned tasks.10. Intermediate knowledge of the interrelationships of all treatment activities in a long term residential care facility setting11. General knowledge of department's Equal Employment Opportunity (EEO) program objectives to ensure compliance and maintain a work environment free from harassment, discrimination, and to provide equal access to training and promotional opportunities/upward mobility12. Working knowledge of a supervisor's role in the implementation of the Equal Employment Opportunity Program policy in hiring, promotion, and employee development and the processes available to meet equal employment action objectives13. Working knowledge of operating a personal computer in order to maintain accurate records, communicate effectively and contribute to the department's needs14. Intermediate knowledge of effective verbal and written communications to accurately and effectively communicate job related information15. General knowledge of the Department's personnel management principles, practices, policies, and procedures in order to effectively direct and manage nursing services16. Working knowledge of the laws, rules and regulations covering nursing practice to effectively direct and manage all aspects of nursing services as it relates to the care and treatment of patient/resident at the Veterans Home17. Intermediate knowledge of skeletal anatomy, physiology and basic pathology involved in disease or injuries resulting in physical or mental disabilities in order to provide appropriate care to the patient/resident

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KNOWLEDGE, SKILLS AND ABILITIES Cont.	<p>A. Knowledge:</p> <ol style="list-style-type: none">1. Intermediate knowledge of nutrition terminologies used in the assessment, care, and treatment of patient/resident to facilitate optimal health2. General knowledge of mental disorders and developmental disabilities to help understand patient/resident conditions3. Working knowledge of communicable and infectious diseases to assist in preventing their spread and treatment4. Working knowledge of instructional methods and training techniques (e.g., curriculum design principles, learning theory, etc.) in order to effectively direct and manage nursing services <p>B. Ability:</p> <ol style="list-style-type: none">1. Ability to apply nursing techniques to affect the best patient outcome2. Ability to observe, evaluate and record patient/resident symptoms and behavior to facilitate the nursing process3. Ability to keep records and prepare reports to ensure efficiency of patient care and provide information and documentation4. Ability to gain the interest, respect, and cooperation of patient and others to create and maintain a positive working environment at the Veterans Home5. Ability to plan, organize, and direct the work of other health care staff to promote a high level of care to patients6. Ability to communicate effectively, both verbally and in writing, in order to provide information, respond appropriately, and complete work assignments at the Veterans7. Ability to analyze situations accurately and adopt an effective course of action in order to deal with situations encountered on the job while maintaining a safe and hostile free working environment8. Ability to consistently establish and maintain effective working relations with other members of the treatment team to share knowledge and actively participate in the professional development of others9. Ability to deal with difficult situations as they occur and display a large degree of tact when dealing with individuals10. Ability to effectively contribute to the department's Equal Employment Opportunity objectives in order to ensure compliance and maintain a work environment free from harassment and discrimination11. Ability to lead and motivate patients to maximize their capabilities and participate their treatment12. Ability to prioritize assignments and projects to ensure their timely completion13. Ability to care for patients in a professional and therapeutic manner in accordance with regulatory agencies14. Ability to determine the accuracy of various mathematical conversations (e.g., milligrams to grams) for accurate medication dosage computations15. Ability to physically assess patients to identify normal and abnormal physical findings16. Ability to review laboratory results and other diagnostic test results to determine their significance and guide subsequent patient/resident nursing plans17. Ability to read and interpret charts and graphs to assist with the nursing process18. Ability to supervise on-the-job training in order to ensure effective instruction
EXAMINATION PLAN	<p>This examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the interview.</p> <p>Qualifications Appraisal – Weighted 100%</p> <p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>

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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application”. You will be contacted to make special arrangements. If you have any questions, you may contact the CalVet Examination Unit at (916) 653-2535.
VETERANS PREFERENCE POINTS / CAREER CREDITS	Veteran’s preference credit will not be added in this examination.
ELIGIBLE LIST INFORMATION	The resulting eligible list will be used to fill vacancies at the Veterans Homes of California, Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura and West Los Angeles. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

General Information

For an examination with a written feature, it is the candidate's responsibility to contact **Human Resources in Sacramento, California, (916) 653-2535**, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact **Human Resources in Sacramento, California, (916) 653-2535**, three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

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General Information, Continued

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance examinations, Veterans' Preference Points are** granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points** are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the CalHR. Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.calhr.ca.gov or from the State and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

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